



Reporting Annual Accomplishments on the MA04 Common Path Screen

Office of HIV/AIDS Housing

Office of Community Planning and Development

HOPWA Formula Grantees should report program accomplishments in IDIS within 90 days of the end of the program year or at the completion of the activity, whichever comes first. Accomplishment data should be provided both on the MA04 – Activity Accomplishment Screen and through the HOPWA accomplishment screens. All accomplishments entered into IDIS, should be entered by activity where each activity represents an eligible HOPWA activity conducted by the grantee or designated project sponsor. Proposed accomplishment data should be entered on the MA04 at activity set-up or the beginning of the program year. At the end of the program year, actual accomplishment data should be entered into the screen and should reflect the additional information that is reported through the HOPWA accomplishment path. Actual accomplishment data should be entered for each activity, as compared to the proposed accomplishments, on the MA04 screen for all active HOPWA activities and for activities completed in the most recent program year.

Activity Set-up MA04 Screen

IDIS Activities should represent the eligible activities conducted by the grantee or a project sponsor. Each activity should correspond to one eligible HOPWA activity (i.e. Tenant-based rental assistance for one project sponsor, would equal one activity in IDIS). For each activity, proposed and actual accomplishments should be completed. Proposed accomplishments should be entered for each activity at the beginning of each program year. At the end of the program, actual accomplishments will be entered for the corresponding proposed accomplishments.

1. At setup, enter the **proposed** type and number of units which are planned to be undertaken during the twelve-month program year.
2. Enter the actual units that were supported and made available to clients with HOPWA funds during this program year within 90 days of the completion of an activity or within 90 days of the completion of the program year, whichever comes first.

06/13/01 09:39	SETUP ACTIVITY	C04MA04
GRANTEE ACTIVITY NBR:		HUD ACTIVITY NBR: 000000001572
ACTIVITY NAME: 2000 SHORT-TERM RENTAL ASSISTANCE		
ACTIVITY STATUS CODE: 4 FUNDS BUDGETED		COMPLETION DATE: __ / __ / __
ACCOMPLISHMENT DATA:		REPORT YEAR: 2000
TYPE		UNITS
PROPOSED 10	HOUSING UNITS	
ACTUAL		
ACCOMPLISHMENTS NARRATIVE:		

F1 = HELP F3 = UALD F4 = MAIN F5 = PROJ INFO F7 = PRU F8 = NXT F9 = SAVE
F10 = MA09 F11 = INSRT F13 = DELET F14 = UPD LG NARR F17 = BACK F18 = FWD

3. Use the Narrative section to provide a brief description of other accomplishments that will be or have been accomplished within the program year, the status of uncompleted activities, and a general overview of the activity
4. For activities that do not provide housing units, please use the proposed/actual accomplishments types provided in the below chart.

MA04 Screen Completion Chart

The following chart provides the recommended Matrix codes, required MA04 fields, and accomplishment types for activities conducted under the HOPWA program. All HOPWA activities should use one of four HOPWA matrix codes:

HOPWA Activity Matrix Codes

31A - HOPWA Grantee Activity
31B- HOPWA Grantee Administration
31C- HOPWA Project Sponsor Activity
31D- HOPWA Project Sponsor Administration

The correct matrix code is determined by the entity conducting the activity. If a grantee contracts with a non-profit project sponsor, all associated activities for the project sponsor would use a matrix code of 31C or 31D.

Please note in the below chart, that only three accomplishment types should ever be used. They are: Housing Units, Persons, or Organizations. All housing activities should use "Housing Units" as the accomplishment type, including facility-based housing, short-term rent, mortgage, or utility payments, and tenant-based rental assistance. "Persons" may be used for activities conducted in association with housing, but where no HOPWA funds are used to support housing. Such activities would include housing information services and supportive services, such as, case management, transportation, or nutritional services. For grantees conducting technical assistance/resource identification activities, the accomplishment code of "Organizations" should be used to illustrate the number of organizations receiving technical assistance.

HOPWA Matrix Codes	IDIS/HOPWA Activity Category	Required Fields on C04MA04 (must be completed for each program year)	Proposed/Actual Activity Type on C04MA04
31A HOPWA Grantee Activity or 31C HOPWA Project Sponsor Activity	Facility-based Housing including: Acquisition Rehabilitation New Construction Operating Costs Lease Project-based rental assistance Technical Assistance (SRO and Community Residence Only)	Status Code Completion Date Report Year (Program year) Proposed Accomplishments Actual Accomplishments Accomplishment Narrative	10, Housing Units
31A HOPWA Grantee Activity; or 31C HOPWA Project Sponsor Activity	Tenant-based Rental Assistance (Scattered-site housing)	Status Code Completion Date Report Year (Program year) Proposed Accomplishments Actual Accomplishments Accomplishment Narrative	10, Housing Units

HOPWA Matrix Codes	IDIS/HOPWA Activity Category	Required Fields on C04MA04 (must be completed for each program year)	Proposed/Actual Activity Type on C04MA04
31A HOPWA Grantee Activity; or 31C HOPWA Project Sponsor Activity	Short-term rent, mortgage, and utility assistance (Scattered-site housing)	Status Code Completion Date Report Year (Program year) Proposed Accomplishments Actual Accomplishments Accomplishment Narrative	10, Housing Units
31A HOPWA Grantee Activity; or 31C HOPWA Project Sponsor Activity	Supportive Services	Status Code Completion Date Report Year (Program year) Proposed Accomplishments Actual Accomplishments Accomplishment Narrative	1, People
31A HOPWA Grantee Activity; or 31C HOPWA Project Sponsor Activity	Technical Assistance/Resource Identification	Status Code Completion Date Report Year (Program year) Proposed Accomplishments Actual Accomplishments Accomplishment Narrative	9, Organizations
31A HOPWA Grantee Activity; or 31C HOPWA Project Sponsor Activity	Housing Information	Status Code Completion Date Report Year (Program year) Proposed Accomplishments Actual Accomplishments Accomplishment Narrative	1, People
31B HOPWA Grantee Administration; or 31D HOPWA Project Sponsor Administration	Administration	Status Code Completion Date Report year (program year) Accomplishment Narrative	Leave Blank